

[Date]

[Vendor Name]
[Contact Person]
[Vendor Address]
[City, State, Zip Code]

Subject: Conditional Approval of Vendor Application

Dear [Contact Person],

Thank you for submitting your vendor application to [Company Name]. After reviewing your proposal, we are pleased to inform you that your application has been **conditionally approved**.

Full approval and placement on our active vendor list are subject to the completion of the following outstanding requirements:

- [Requirement 1: e.g., Submission of valid Certificate of Insurance]
- [Requirement 2: e.g., Signed copy of the Vendor Code of Conduct]
- [Requirement 3: e.g., Provision of professional references]
- [Requirement 4: e.g., Passing a site inspection or safety audit]

Please provide the necessary documentation or complete the steps listed above by [Deadline Date]. Failure to meet these conditions by the specified date may result in the expiration of this conditional approval.

Once these items have been received and verified, we will issue a formal final approval notice and proceed with the onboarding process.

If you have any questions regarding these requirements, please contact [Department/Contact Person] at [Phone Number] or [Email Address].

We look forward to the possibility of working with you.

Best regards,

[Your Name]
[Your Title]
[Company Name]